

COMMUNITY HIGH SCHOOL OF VERMONT
FACULTY MEETING MINUTES
Waterbury State Office Complex (WSOC)
280 State Drive, Waterbury VT
Cherry Conference Room
August 5, 2016

Approved

CHSVT Present: Charity Baker, Rebekah Blaisdell Simays, Jack Carson, Jeff Cassarino, Lisa Cowdrey, Sean Dobbin, Pauline Dwyer, Jerry Fortin, Angie Haggett, Harmony Harriman, Dan Hescock, Marlena Hughes, Molly Humphrey, Mike Lacoss, John Long, Paul Major, Troy McAllister, Jake Petrasch, Mary Poulos, Ashley Pulaski, Bob Salzman, Sheila Sayah, Bobbi Shutts, Jeanne Smith, Sharon Strange, Claire Swaha, Cory Valentine, John Vorder Bruegge

CHSVT Absent: Chris Cosgrove, Laurette Garrand, John Howe, Ben Irish, Dana Lesperance, Tod Lessard, Jan Noskey, Nick Rulon, Bill Storz, Chad Thompson, Matt Ware

Welcome and Introductions – Troy McAllister

Troy introduced Cory Valentine as the newest faculty member on the Northern team. He also reintroduced Jake, Ashley, and Rebekah. Also, Angie is now teaching at Southeast with Lisa and Ashley.

Troy gave an update on Dana and how his wife is doing. Dana has begun doing some work from home and is hoping to be able to come into the office at least one day a week.

Troy introduced a new virtual tool called, Padlet. *“[Padlet](#) is a free, online "virtual wall" tool where users can express thoughts on topics of their choice. It's like a piece of paper, but on the Web.”* The idea will be to be able to create virtual post it notes during the faculty meetings that Troy can read and share (when appropriate) after the meetings.

DOC Work Rules – It was recently brought to our attention that HR does not have copies of the work rules for many DOC employees. Sheila checked our local personnel files and made a list of who was missing signed work rules in their file. Work Rules were then distributed to those who were without and they were asked to sign the rules and hand them back to be filed. Those who were not at the meeting will be getting a copy sent to them to be signed and returned. This process is being mandated state-wide in all of DOC, not just CHSVT.

Mandated Reporter Training – Reminder to complete the mandatory AHS training and send a copy of your completed certificate to Sheila. Sheila will resend the AHS link to those who have not completed the training.

Approval of Meeting Minutes:

Claire made a motion to approve the May 16th faculty meeting minutes. Angie seconded the motion. The meeting minutes were approved.

FOCUS Update

Troy is working to get the system upgrades necessary to, hopefully, fix the glitches that are causing problems in Focus. Some of the new upgrades will soon allow the ability to upload portfolios and share information among campuses.

Angie is now teaching at Southeast with Lisa and Ashley. Sheila and Charity will be taking over the tasks involving long-term data: new student enrollments, child find, record releases and transcripts.

Angie will continue to register students for classes and add/drop students until such time that a plan is in place to have campus or region control of those tasks.

A Transcript Tracker has been created in Focus. This will be the place to check on the progress of transcripts. You can find the Transcript Tracker on each student page in the left side bar.

NEASC Update & Discussion – Charity/Troy

The visiting committee chair, along with one other committee member, joined Troy, Charity, and Kim Bushey on a pre-visit to help plan the visit in October. They took short tours of Northeast and Northern. It was determined that a ninth committee member was needed to round out the team.

For the visit in October, the team is planning on visiting NSCF, CRCF, NERCF and maybe BAPP and NWSCF. There may be phone interviews or video conferencing with other campuses. The whole visit has not yet been finalized.

The welcome reception will be on Sunday, October 23rd from approximately 3-6 p.m. The reception plans are still in the planning stage any ideas/suggestions are welcome.

The following faculty have expressed an interest in attending the reception: Cory, Marlena, John VB, Paul, Sharon, Claire, Sean, Pauline, Angie, Jeff, Rebekah, Jeanne. This is not an exclusive list, nor is your interest considered a commitment. Anyone who is interested is encouraged to let Troy or Charity know.

Please continue to send your suggestions for the “swag bag” to the survey for consideration.

Jim Mooney, Assistant Director of NEASC, visited with Troy earlier this week. He wanted to check in and get an idea of where we are at with the legislature, finances, etc. Jim has been lobbying in Montpelier in support of the school.

Dana and Troy are working on Part II of the report to finalize the draft with Charity.

Training Topics

Troy has gotten positive feedback on the small group trainings. There was a discussion about more training ideas. Some topics include: Science Standards and meeting Proficiencies, every content area, proficiency-based standards/indicators, understanding of what you should get from Case Workers, i.e. ORAS – what do the scores mean? Also, more training in writing, math, and literacy.

Topics coming soon to a faculty meeting near you: FMLA, ADA, Focus, etc.

Merger Updates – Risk Intervention Services

No new updates. Direct Reports still working on creating a single referral form and an integrated plan for Risk Intervention Services.

The team continues to work on the creation of state positions who would be site-based coordinators that would make sure that referrals were being made and forwarded to the appropriate people.

Finances

Troy is meeting with Mo next week to talk about the operating budget for the fiscal year. Looking like, we will be starting out the year in a good spot. Looking to spend Title I and IDEA B funds in a more organized manner this year that will meet more needs.

Title I: As a licensed Reading Specialist, Jeanne will be taking on a new full-time Title I role. She will be working directly with students state-wide, on an as-needed basis, as well as consulting, and bringing research information and training to the faculty.

Jeanne recently attended the International Literacy Conference in Boston. She created a literacy referral form to identify the students in need. You can contact Jeanne and/or the special educators for assistance.

Special Education: The recent audit conducted by the Office of Civil Rights found that we are not using up to date Psychological Evaluations for 504 and IEP eligible students. We will be using IDEA B funds to obtain new evaluations for those in need as well as for transportation of special education students.

Carl Perkins: Dana is working on how we will be spending the Carl Perkins money this year

Classwish: *ClassWish is a nonprofit organization that addresses the shortage of funding for supplies and equipment in K-12 schools. ClassWish has the items shipped directly to the schools at no cost to the school or teacher.* For more information, go to classwish.org. Individual teachers can sign up on the already created CHSVT page. The use of this site has been approved by our Financial Director, Matt D’Agostino and General Counsel, Kurt Kuehl.

CHSVT Coordinating Committee (C3) Updates: During the last C3 meeting, we met with the Risk Reduction Coordinators. They are a very positive team and it is apparent that they care for the students as much as we do. They were happy to have more support of the work that they are doing and more colleagues to collaborate with.

We are trying to make time at each faculty meeting for faculty to meet with their C3 reps. We are looking for your input on term limits, as well as any other discussions that you would like brought to the table. A school-wide email will be sent prior to each C3 meeting to get a list of topics that you would like to be discussed. The goal is to make this a truly shared leadership model where everyone has a voice.

Internet Access: Dan is still working on the process. How it will happen, how much it will cost, can we receive any grants to help with the cost? DII will be maintaining the student network when the project is complete. We will keep you updated on the progress.

National Safety Council: Multiple CPR kits have been ordered. Troy is working on setting up CPR trainer class so that there will be at least one person at each campus who is certified to teach CPR. More information to come.

Respectfully Submitted,

Sheila Sayah